



**STATE OF CALIFORNIA
Department of Transportation**

**REQUEST FOR QUALIFICATIONS NOTICE
NUMBER 07A1788**

Note: Address all questions concerning the Request for Qualifications (RFQ) in writing to the attention of Kathy Swanger at Kathy_Swanger@dot.ca.gov. You may also reach the analyst by telephone at (916) 227-6094. Consultants contacting the District or Division directly seeking information about the RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of 09/21/04.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department), is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for on-call construction engineering services. A more detailed description of the Scope of Work can be found in section II of this RFQ.
- B. The estimated contract amount is \$3,000,000 - \$4,999,999.
- C. The estimated contract term is three (3) years.
- D. A Disadvantaged Business Enterprise (DBE) participation goal of twenty-five percent (25%) is required for the contract.
- E. Federal and/or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- F. The Department does not guarantee, either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. A Pre-award Audit will be performed on any contract issued as a result of this RFQ.
- H. The fee for profit shall not exceed eight percent (8%).
- I. Consultant salaries shall not exceed the actual rates in effect on the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice.

II. SCOPE OF WORK/DELIVERABLES

A. Project Description

1. Purpose of Work

The Consultant shall perform professional and technical construction engineering services on an "as needed" basis to support the development and construction of proposed Department transportation facilities. The Department's Contract Manager shall assign specific projects to the Consultant through the issuance of Task Orders.

Task Orders may include, but are not limited to, Construction Engineering and Contract Administration, Review of Project Plans, Estimate and Specifications, Environmental Mitigation Monitoring, Contract Change Order (CCO) Review, Review of Potential Claim, and Preparation and Processing of Final Estimates.

2. Location of Work

In general, the construction engineering work shall be performed on projects to improve the Department's transportation system in the southeastern area within District 7 boundaries, as indicated by the hatched area on attached map. Proposed project area excludes State highway along westerly edge of hatched area. The specific location of the work to be performed will be stated in each Task Order.

B. Description of Required Services

1. Required Services

The Consultant is expected to perform and have the expertise and capacity to perform any or all of the following functions/activities:

- a. Perform and assist in performing the duties of an Assistant Resident Engineer, including construction inspection, quantity calculations, checking grade and alignment, materials sampling and control; safeguard and assure compliance with project plans and specifications.
- b. Identify actual and potential problems associated with the construction project and recommend sound engineering solutions.
- c. Maintain an awareness of safety and health requirements and assure compliance with applicable regulations and contract provisions for the protection of the public and construction project personnel.
- d. Prepare calculations, records, reports, and correspondence related to construction project activities.
- e. Assist in the preparation of final As-Built plans at the completion of construction.
- f. Perform construction materials sampling and testing, including plant inspection.
- g. Perform construction-related surveying.

h. Perform other duties as required.

2. WBS Codes

Task Orders may include, but are not limited to the following Work Breakdown Structure (WBS) services and products. The standard Caltrans WBS is on the Internet at: <http://www.dot.ca.gov/hq/projmgmt/guidance.htm>.

<u>WBS Code</u>	<u>Activity Description</u>
205.35.15	Prepare and Execute Cooperative Agreement for Construction
215.90.10	Review and Approve Preliminary Plans (Type Selection/Strategy Meeting)
230.60	Review and Update Project Information for PS&E Package
240.90.30	Review Draft Plans, Specification, and Estimates
255.05	Circulate & Review Draft PS&E Package
265.25	Respond to Inquiries & Open Bids
270	Perform Construction Engineering And General Contract Administration
270.20	Perform Construction Engineering Work
270.25	Perform Construction Contract Administration Work
270.30	Inspect Contract Item Work
270.35	Sample and Test Construction Materials
270.40	Perform Safety and Maintenance Reviews
270.45	Process Relief from Maintenance
270.50	Prepare Certificate of Compliance with Environmental Mitigation Requirements
270.55	Perform Final Inspection and Recommend Acceptance
270.60	Administer Plant Establishment
270.65	Implement TMP during Construction
285	Prepare and Administer Contract Change Orders
285.05	Prepare and Process Contract Change Order (CCO)
285.10	Provide Functional Support
290.05	Review and Analyze Notices of Potential Claims
290.10	Prepare Supporting Documentation And Respond to Notices of Potential Claims
290.35	Provide Technical Support
295	Accept Contract, Prepare Final Construction Estimate and Prepare Final Report
295.05	Process Estimate After Acceptance
295.10	Prepare Proposed Final Estimate
295.15	Prepare As-Built Plans
295.20	Prepare Project History File
295.30	Process Final Estimate

C. Personnel and Performance Requirements

Consultant's personnel will typically be assigned to and remain on specific Department construction projects on a full-time basis until completion and acceptance of the construction project by the Department.

Personnel assigned by Consultant shall be available beginning two (2) weeks before the start of construction to a maximum of six (6) weeks after acceptance by the Department of construction project.

1. Assistant Resident Engineers (AREs): Consultant personnel assigned to assist the Resident Engineer in all aspects of required field and office construction engineering work, including inspection of traffic control system compliance, CCO preparation, review and analysis, Critical Path Method Schedule analysis, and Water Pollution Control Program (Storm Water Pollution Prevention Plan) enforcement. AREs shall be knowledgeable and experienced in equipment used in inspection, surveying, and construction office engineering, computers, computer applications, and computer software programs such as Microsoft Word and Microsoft Excel, and in principles of effective communication and supervision, and have the following minimum qualifications:

At least four years of construction engineering experience on highway or major public works projects performing the duties described above. A four-year degree from an accredited college in the field of civil or transportation engineering may be substituted for two years of the required experience. Knowledge and ability to analyze the progress schedule of the construction phase of a highway facility project using Critical Path Method (CPM) network diagram.

Consultant AREs assigned to perform structure construction engineering shall have the following minimum qualifications:

- a. At least two years of relevant construction engineering experience on bridge or major highway related structure construction projects.
 - b. A bachelor degree from an accredited college in the field of civil engineering. Possession of a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers may be substituted for the required education.
2. Construction Materials Testers/Plant Inspectors: Consultant's personnel assigned to perform materials testing shall have the following minimum qualifications:
 - a. Supervisors of laboratory and field technicians shall have at least three years experience in performing the tests, which are run by the technicians they are supervising. These supervisors shall be certified by the National Institute for Certification in Engineering Technologies (NICET) at Level III or higher in the appropriate Construction Materials Testing field or meet one of the following requirements:
 - 1) Be registered as a Professional Engineer in the State of California with one year of highway experience acceptable to the Department.
 - 2) Be registered as an Engineer-in-Training in the State of California with two years of highway experience acceptable to the Department.
 - 3) Hold a bachelor's degree in civil engineering or an associate degree in civil engineering technology with three years of highway experience acceptable to the Department.
 - b. Technicians performing tests shall be NICET certified at Level II or higher in the appropriate Construction Materials Testing field or be certified by another organization acceptable to the Department (such as the American Concrete Institute and the International Conference of Building Officials).

- c. If any laboratory work is to be subcontracted, the subconsultant's laboratory shall meet the same requirements as the Consultant's laboratory.
 - d. All field and laboratory testing is to be performed in accordance with California Test Methods as specified in Department's "Manual of Test" or equivalent alternatives as described in current Department specifications.
3. Consultant's personnel assigned to perform highway construction surveying shall have the following minimum qualifications:
- a. Party chief shall have:
 - 1) At least four years of construction surveying experience on highway or major public works projects performing construction surveying as a chief of party.
 - 2) A valid California Land Surveyor license.
 - b. Survey technicians shall have at least four years of construction surveying experience on highway or major public works projects.
4. Construction Office Engineers – Construction Office Engineers shall be capable of assisting the Resident Engineer in all aspects of required office construction engineering work including setting up and maintaining project files, processing required documents and progress payments, as necessary.
5. The Consultant shall furnish a Project Manager to coordinate the Consultant's operations with the Department Contract Manager. The Project Manager shall have been previously employed by the Consultant performing the same duties for a minimum of one year and shall be a Registered Civil Engineer in the State of California with a minimum of three years of responsible experience performing the duties as a construction contract administrator. The Project Manager shall be accessible to the Contract Manager at all times during Department's normal working hours. The Project Manager shall be responsible for all matters related to the Consultant's personnel and operations, including:
- a. Supervising, reviewing, monitoring, training, and directing the Consultant's personnel.
 - b. Assigning personnel to complete the required Task Order work as specified.
 - c. Administering personnel actions.
 - d. Maintaining project files.
 - e. Developing, organizing, facilitating, and attending scheduled coordination meetings, and preparing and distributing meeting minutes.
 - f. Implementing and maintaining quality control procedures to manage conflicts, insure product accuracy and identify critical reviews and milestones.
 - g. Overseeing that all safety measures are in place.
6. Resumes containing the qualifications and experience of Consultant's personnel shall be submitted to the Contract Manager for review before assignment on a construction project. If, in the opinion of the Contract Manager, an individual lacks adequate experience, the Consultant employee may be accepted on a trial basis until such time as the individual's ability to perform the required services has been demonstrated. The Contract Manager, in cooperation and consultation with the Resident Engineer, Structures Representative, and Consultant's Project Manager, will have the responsibility of determining the quality and quantity of work performed by the Consultant's construction inspectors. If

at any time the level of performance is below expectations, the Department may release a Consultant inspector and request another person be assigned as needed.

7. If a Consultant inspector is on a leave of absence, the Consultant's Project Manager shall provide the Department with an approved replacement employee until the assigned inspector returns to work. The replacement employee shall meet all the requirements of a permanently assigned employee.
8. The typical workday includes all hours worked by Department's construction contractor. If ordered by Department's Resident Engineer or Structures Representative, overtime for the Consultant's employees may be required. The overtime shall be pre-approved by the Department's Resident Engineer or Structures Representative. The Department construction contractor's operations may be restricted to specific hours during the week, which shall become the normal workday for Consultant's personnel. On days when work is not performed by the construction contractor, such as rainy or unsuitable weather days, Consultant services shall not be provided unless authorized by the Department Resident Engineer or Structures Representative. The Resident Engineer, Structures Representative, or Department Contract Manager will provide advance notice of one working day if Consultant services are not required as a result of a cessation of construction activities. The Consultant's timesheet/expenses shall be approved by the Department's Resident Engineer or Structures Representative before submitting for payment.

D. Deliverables

1. Construction Inspection:

- a. Daily reports, extra work diaries, and materials testing reports (if conducted by Consultant) shall be delivered to the Department Resident Engineer or Structures Representative daily.
- b. Construction contract progress payment quantity documents shall be delivered to the Department Resident Engineer or Structures Representative within five (5) working days after completion of the work or no later than the last working day preceding the 20th of each month.
- c. Final payment quantity documents shall be delivered to the Department Resident Engineer or Structures Representative no later than five (5) working days after acceptance by Department of the completed construction project.
- d. Field measurements, test data, and other documents as required by Department's procedures shall be recorded, maintained, and submitted as directed by the Department Resident Engineer or Structures Representative.
- e. All reports, calculations, and other applicable documents shall be prepared on Department standardized forms. Necessary forms will be provided by Department for Consultant's use.

2. Materials Testing:

- a. All test results shall be recorded on the appropriate forms as prescribed in the Department's "Manual of Test." The test documents shall be legible and show the identity of the tester where appropriate.
- b. When Consultant is providing materials testing during construction, Department will request testing from Consultant on the afternoon before the day that testing is required. Tests shall be taken and

the results reported to the Department field engineer within time limits, which will be specified in the applicable Task Order.

- c. When Consultant is providing materials testing during construction, failing tests shall be reported immediately.
- d. Consultant shall conform to all safety requirements for testing and storage of nuclear gauges.
- e. Consultant shall provide a copy of the firm's nuclear gauge license to Department.
- f. When Consultant is providing materials testing during construction, Consultant shall submit completed test documents for each test performed to the relevant field project offices by the end of the next working day in which the test was completed. Test documents that are incomplete or unsatisfactory will be returned to the Consultant for the necessary revisions and must be resubmitted within one week.

E. Equipment and Materials Requirements

- 1. Office Equipment and Supplies - The Consultant shall have adequate office equipment and supplies to complete the required construction engineering work. Such equipment and supplies may include, but not be limited to, the following:
 - Computers, printers, plotters, fax machines, and calculators
 - Field Office Trailer, if needed
- 2. Field Equipment and Supplies - The Consultant shall have adequate field equipment and supplies to complete the required field surveying work.
 - a. The equipment and supplies for each field construction engineer shall include, but not be limited to, the following:
 - Trucks suitable for the work to be performed and terrain conditions of the project sites. Trucks shall be fully equipped with all necessary tools, instruments, and supplies required for the efficient operation of a field engineer. Each vehicle shall have an overhead flashing amber light.
 - Electronic calculator or laptop computer
 - Communication devices: mobile telephones or walkie-talkies
 - Safety equipment including hard hat, hard-soled boots, eye protection, fire extinguisher, and an approved vest as appropriate for the requested field engineering work
 - Field-testing laboratory, temporary or permanent, to be established in the general vicinity of the project(s) requiring materials testing. The laboratory is to be fully staffed, equipped, and supplied to conduct all the tests required in a timely manner.
 - b. All testing and laboratory equipment shall conform to the requirements of the California Test Methods.

- c. Calibration charts for nuclear devices shall be within one year of use and shall be kept up to date throughout the term of the contract.

F. Other Requirements

1. Standards:

- a. All work shall be performed in accordance with current Department of Transportation Manuals and their current revisions. Work not covered by the "Manuals" shall be performed in accordance with accepted professional standards.
- b. The Department's Contract Manager, in cooperation with the District/Region Area Construction Engineer, shall decide all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract.
- c. The minimum standard of work quality shall be that of similar construction engineering work performed by the Department.
- d. Additional standards for specific construction engineering work may be included in the Task Order. Such standards supplement the standards specified herein. If such additional standards conflict with the standards specified herein, the Task Order standards shall govern over the standards specified herein.

2. Availability and Work Hours:

- a. The Consultant shall begin the required construction engineering work within three working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
- b. Construction engineering work shall not be performed when conditions prevent a safe, efficient operation.
- c. Unless otherwise specified in the Task Order or directed by the Department's Contract Manager, the normal workweek shall consist of 40 hours.
- d. Overtime may be required. However, overtime shall be worked only when directed in writing by the Department's Contract Manager or specifically required by the Task Order.

3. Field Safety:

In addition to the requirements specified elsewhere in this solicitation, the following also shall apply:

- a. The Consultant's construction engineering personnel shall comply with all safety provisions of the Caltrans Safety & Traffic Manuals.
- b. The Consultant's construction engineering personnel shall wear white hard hats, eye protection, and approved safety vests at all times while working in the field.
- c. The Consultant shall provide appropriate safety training for all Consultant's field personnel, including training required for construction engineering on and near highways.

d. The Consultant shall provide all safety equipment.

G. Materials to be Provided by the Department

The Department shall provide the Consultant materials necessary to complete the Task Order. The Consultant shall execute the specific work described in the Task Order based on the material supplied. When applicable, the following materials will be provided to the Consultant:

1. Existing documents, if any, that are applicable to the current project within the project limits
2. Project special provisions, full-size and reduced-size sets of project plans, materials information handout, and contract and proposal, as necessary
3. Department construction forms as necessary, including electronic or hardcopy (as specified by the resident engineer) daily diary forms
4. Magnetic Department logos to be affixed to Consultant vehicles

The Department will permit Consultant to calibrate Consultant's nuclear gauges on Department's test blocks.

H. Traffic Control Systems

The Consultant's field construction personnel shall be capable of reviewing, inspecting, and approving traffic control systems, including lane closures, in accordance with the Department's standards and the requirements. Personnel reviewing, inspecting, and approving traffic control system work shall be experienced in such work.

I. Monitoring and Review Procedure

1. The Department's Contract Manager shall have the right to monitor and review the progress and/or processes of the Consultant.
2. The Consultant shall meet with the Department's Contract Manager a minimum of once per month to review procedures and progress.
3. Assistant Resident Engineers, Materials Testers, and Plant Inspectors shall prepare daily diary reports of construction operations. Construction Office Engineers and Contract Claims Engineers shall prepare a brief report of daily office operations. The reports shall be prepared on Department-provided forms and shall be prepared daily at the end of the day's work.

J. Product Approval and Payment

1. All construction engineering deliverables produced by the Consultant as specified by the Task Order shall be subject to the approval and acceptance by the Department's Contract Manager.
2. In the event of non-acceptance due to errors, omissions or non-compliance with the current Transportation (Caltrans) Manuals and their current revisions, the Consultant shall make corrections prior to payment at no cost to the Department.

3. Construction engineering work that does not conform to the requirements specified herein and the applicable Task Order will not be compensated.

K. Conflict of Interest

1. All construction engineering deliverables produced by the Consultant shall be free of any conflict of interest and shall be subject to the approval and acceptance by the Department's Contract Manager.
2. In the event of non-acceptance due to discovery of conflict of interest, the Consultant shall provide replacement deliverables free of any conflict of interest prior to payment. In the event replacement deliverables are not possible, the Consultant shall not receive compensation for the deliverables containing conflict of interest. Examples of conflict of interest are the following:
 - Design & Construction work on the same project
 - Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Consultant and Quality Assurance for the Department concurrently on the same project
 - Certified Materials Tester(s) or Plant Inspector(s) from the same company that performs Quality Control for the Consultant on a project and Quality Assurance for the Department on a different project where the same Consultant is performing work on the different project

III. SUBMISSION OF STATEMENTS OF QUALIFICATIONS (SOQs)

- A. **IMPORTANT:** Download "Statement of Qualification Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm>. Failure to follow these instructions may result in rejection of your SOQs.

B. SOQ Package Submittal Requirements

1. Eight (8) copies of the SOQ containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on Wednesday, October 27, 2004**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts - MS-67
1727 30th Street
Sacramento, CA 95816-7006

Attention: Kathy Swanger
Telephone: (916) 227-6094

2. The SOQs must be submitted in a sealed package labeled as follows:
 - RFQ Number 07A1788
 - Submittal deadline October 27, 2004 at 3:00 p.m.
 - Marked "DO NOT OPEN"

3. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to all SOQ packages. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.

C. Request for RFQ Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts, Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.

DISTRICT 7

Los Angeles & Ventura Counties

